

Security Incidents: reporting, investigation and management

This guidance note sets out the arrangements for the reporting and management of information security incidents, including data breaches, relating to IPSA and the Online Expense System. Accurate and timely identification and reporting of information security incidents are essential components of risk management and the effective governance of information assets.

An information security incident is any event that leads to, or may lead to, a breach of confidentiality, integrity or availability of information held on an IT system. The objective is to ensure information security incidents are managed in an effective manner and that timely, corrective action can be taken.

Information Security incident reporting

It is important that incidents be reported immediately, particularly where an information/data breach has occurred.

An information security incident may include:

- Unauthorised access to sensitive data or records held in the Online Expense System
- Theft or loss of data or equipment that contains information held on the Online Expense System
- Unauthorised access to sensitive data or records held on the Online Expense System
- Unintentional or unauthorised disclosure of information held on the Online Expense System
- Deliberate use of another person's password

Reporting an information security incident to IPSA

To report an information security incident please email the dedicated IPSA Governance mailbox governance@parliamentarystandards.org.uk.

When reporting an incident, the following information is required:

- Your name and contact details
- Full description of the Information Security Incident
 - Unauthorised access to system?
 - Does the incident involve the actual loss of data?
 - Does it concern a failure/vulnerability that has the potential to lead to further loss?
 - Nature of data involved (paper, electronic, type, volume, etc.)
 - Sequence of events
 - People involved
 - Date and time the incident occurred
 - Where the incident occurred (building address, room number, system name, etc.)
- Who has been informed of this incident?
- Describe any action taken to reduce the impact.

The report should be completed by the individual who first became aware of the incident.

If you have any question or concerns regarding this procedure, please email governance@parliamentarystandards.org.uk